

# National Coasteering Charter (NCC) Events & Award Course Coasteering Generic Risk Assessment

Version 2 - Dated: 04/09/2024

All delivery guides/staff are to undertake dynamic risk assessments throughout any NCC course or event.



NCC Event Definition		Site-Specific Location Risk Assessment Guidelines	
All levels of Coasteering activities taking place at and/or during the following: <ul style="list-style-type: none"> <li>• NCC National Symposiums</li> <li>• NCC Regional Meetings</li> <li>• NCC Directed workshops</li> <li>• Any NCC Guide award training or assessment course</li> </ul>		This risk assessment applies to all NCC coasteering events and award courses. It is to be used alongside the current NCC NOP's* and a site-specific risk assessment which has been approved by either the NCC event provider* or award course director*. All award course candidates* and workshop/event deliverers* are to read and indicate that they fully understand this document to the event provider or course director prior to the start of any coasteering activities. * See definitions at the bottom of this document	
Hazards	Who is at risk	Measures to control the risks	Additional Control Measures needed?
Lack of a nominated lead for the overall event	All participants	An NCC nominated event provider is the person who is in the position of responsibility for the overall running of the NCC event, they should be someone who has the following qualities: <ul style="list-style-type: none"> <li>❖ Has an in depth working knowledge of the session site/s</li> <li>❖ Is an experienced NCC member</li> <li>❖ Has a working knowledge of the NCC NOP's and RA</li> <li>❖ For Guide award events they must also be a ratified NCC Guide award provider.</li> </ul> They are responsible for: Sharing the activity site RA, highlighting any unusual hazards before the event, with all delivery guides. Advising the event guides on the site/part of the site to use. Advising the event guides on the weather and sea conditions of the day.	The NCC Event provider is to ensure they share the NCC NOP's, RA and site specific RA (if applicable) with the event guides/deliverers and make the location decisions given the current and future forecast.
Lack of a nominated lead workshop guide for each group being led	Specific workshop participants and deliverers	Each group within the event will have a nominated lead workshop guide who is ultimately responsible for the group's safety and welfare while on the water. They are to make any critical decisions if required, and if unable, will have nominated a second to do so. The lead workshop guide is responsible for checking that the required safety equipment is present within their group and that those carrying it know how to use it.	The lead workshop guide is to be nominated by the event provider.

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Hazards	Who is at risk	Measures to control the risks	Additional Control Measures needed?
Lack of clarity within the initial event briefing as to goals for that session and agreed-on behaviour whilst on the session	Specific workshop participants, deliverers and members of the general public	It is discussed with the group what the session's goals are. If these change mid-session, this is agreed upon and communicated with the whole group at that time. Expected behaviour whilst on the session is also agreed upon by all participants at the start of the session, with all participants taking responsibility for peer safety, with the workshop lead guide making the final decisions. Each group member is to work within the Site-Specific RA regarding sea conditions, jump heights, etc., these can be explained on the route.	The lead workshop guide is to convey and agree these control measures with their group prior to the session start.
Lack of Site-Specific knowledge of the workshop guide	Specific workshop participants and deliverers	If a coasteering session location/route is unfamiliar to the lead guide, one member within the group who has to have an extensive working knowledge of the site/route is to be designated as the 'Site Guide'*, (this participant does not need to be the workshop lead). Their advice is to be listened to and followed with regard to site hazards and route choice, by all participants.	The Event provider is to ensure that a Site Guide is allocated to any groups that require them.
Water Entry Techniques being completed outside of the NCC Safety advice guidelines*	Specific workshop participants and deliverers	It is easy to allow the boundaries to be pushed when a group of experienced coasteers meet. It needs to be remembered that an NCC event is an organised and insured event. As such, the normal NCC guidelines for water entries and stunt jumping are to be followed. If stunt jumping occurs beyond the normal NCC guidelines, then the individual does so at their own risk. This practice is not to be encouraged or recommended. All event deliverers are to discourage any form of stunt jumps from taking place during any NCC event.	The event, workshop and site leads and guides to remind all participants of this. If necessary lead guides are to halt their sessions if the no stunt jump guideline is not adhered to.
Coasteering being led in conditions above the Site Specific Guidelines	Specific workshop participants and deliverers	Site-specific guidelines for the operating conditions at a workshop location are to be agreed prior to the session starts. This agreement is to be made between the event provider and all workshop deliverers. Workshop deliverers are to ensure no participant enters the water in conditions outside of the agreed guidelines.	The workshop guides are to remind group members of this. If necessary any workshop guide are to halt their sessions if conditions change from the agreed limits.

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Hazards	Who is at risk	Measures to control the risks	Additional Control Measures needed?
The ratio of Guides to Clients is too large	Any workshop participants and deliverers	All NCC events will work to the recommended guide to participant ratio that the event provider has determined is appropriate for the location, sea & weather conditions, experience of the guides, syllabus guidelines and best safe working practices for that site and general location.	The event provider and workshop guides will agree a working ratio for guides to participants prior to the start of the event.
Lone working	Any workshop participants and deliverers	All NCC event workshops are to be delivered and directed by an experienced guide for both the venue and workshop content, they are to be assisted by a suitably experienced second guide, where possible. Any NCC guide award course is to be run in accordance with the current provider notes with regards to the assessor/trainer to candidate ratio.	The event provider is to ensure two guides are programmed onto and deployed on each individual workshop.
NCC Guide Award assessment candidates working outside of the award remit	Any assessment participants and provider	In the event that any guide award assessment candidate appears to be working or indicates that they will work outside of the award remit the assessor is to step in immediately, halt proceedings and ensure all participants are safe.	All award providers are to maintain a close eye on award candidates throughout an assessment and step in if necessary.

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## Immediate and Proactive Action Required to Reduce Risk

On the day, swell and weather forecasts will be checked and tide times considered before selecting the coasteering location. Upon arrival at the location, the event guide in charge will visually inspect conditions and make an informed decision as to the suitability of the location for the aims of the event and the ability of all those participating.

## Person undertaking the location/conditions check on the day

Name (please print)	Signature	Date

## Further Action Needed to Reduce Risk

Workshop/Event Lead (This RA must be signed off by the event lead to ensure it has been signed correctly).

Name (please print)	Signature	Date



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## Definitions:

NCC NOP's: National Coasteering Charter Normal Operating Procedures

NCC Event Provider: The event provider is the person designated as the overall event lead and has extensive experience and local knowledge of the venues to be used.

NCC Lead workshop guide: Is the guide with the overall responsibility for the delivery and safety of all participants on their workshop

Site Guide: Is the designated session participant who has an extensive working knowledge of the specific location/route being used for the delivery of the workshop programme

Workshop/event deliverers: Those guides who are delivering workshop or event content/programmes to the participants

Award Course Director: The award course director is the NCC Guide award provider directing/delivering the course programme

Award course candidates: Those NCC guide award course participants who are undertaking an assessment for the NCC Guide award.

Participants: Any individual person taking an active part in the event

NCC Safety Advice Guidelines: The current NCC Safety Advice Guidelines can be found at:

<https://www.nationalcoasteeringcharter.org.uk/wp-content/uploads/Safety-Advice-for-Coasteering-Providers-V4-Feb-2024.pdf>

Risk assessment written/reviewed/amendments/alterations	
Alterations made by, name:	Version & Date
John-Paul Eatock / Mark Agnew	V1 - 03/09/2024
Mark Agnew	V2 - 04/09/2024